

## Transit Operator (Bus Driver) Application Tips

Updated July 22, 2016

To get started, go to [www.kingcounty.gov/driveformetro](http://www.kingcounty.gov/driveformetro) and click “Apply Online.” Include all your information in the application form online. You do not need to attach a resume or cover letter.

- Include **all** current and past employers within at least the last 5 years. You can include up to 10 years of employment. Include short-term jobs, self-employment, and employment outside the U.S.
- Describe your previous job duties as they relate to the Transit Operator position. Don’t assume the person reviewing your application will know what your job title meant or what you did.
- Include a clear and accurate description of why you left each of your previous employers.
- If you include education history in your application, be sure to include the dates you attended or are currently attending school.
- If you are resubmitting an old application you created in your [governmentjobs.com](http://governmentjobs.com) account, check all the information is still up to date.
- In the Supplemental Questions section, answer completely and avoid phrases like “Will discuss in interview” and “See resume.” Answers in this section must match the information in your job application.
- Use the spell check feature, print your application, and read it before you submit it.
- **Once you submit your application, you can’t make any changes.** Take time up front to ensure your application reflects your best effort.
- It can take up to 3 weeks for your application to be reviewed and you will be notified of your status by email. If you have not heard back in 3 weeks, please contact HR .

### Contacts

For technical problems, password problems, or any other issues using **governmentjobs.com** to apply online, call NEOGOV customer service at 855-524-5627.

For questions about the Transit Operator job requirements or your application status, email Josh Isgur, HR Analyst at [josh.isgur@kingcounty.gov](mailto:josh.isgur@kingcounty.gov) or Jesse Mumford, HR Associate at [jesse.mumford@kingcounty.gov](mailto:jesse.mumford@kingcounty.gov). You may also call the main HR line at 206-477-7600, but email is the preferred contact method.